FILE BACKUPS

Completion Schedule

All County Offices must complete a file backup every night as part of unattended End of Day procedures. County Offices shall **not** use the option to backup Temporary Recovery Files. The file backup prepared on Friday will be labeled 'Weekly File Backup'. The file backup completed during the last Friday of each month will be labeled as the 'Monthly File Backup'. All other file backups shall be labeled as the 'Daily File Backup'.

Retention

Retain the last three 'Daily File Backup" tapes onsite.

Retain the last three 'Weekly File Backup' tapes. Retain the most recent offsite, and the other two onsite.

Retain the last three 'Monthly File Backup' tapes. Retain the most recent two offsite and the other one onsite.

Tapes to Use

Use a DC9100 or DC9250 tape.

Label Requirements

Minimum information required for file backup tape labels is as follows:

```
 _____ File Backup:    1 of 1    Date: _____
    (Daily, Weekly or Monthly)


 Last Software Loaded: _____


 Retain the last three
```

**Tape Initialization Instructions:

These tapes should only need to be initialized with the Volume ID of Bssccc (ie B41001 for Baker County) when a brand new tape is initially put into service. After that, these tapes can be reused for subsequent EOD file backups without being re-initialized. **

IBMSAVE BACKUPS

Completion Schedule

All County Offices shall complete an IBMSAVE Backup at least monthly on the last Friday of each month.

Additionally, IBMSAVE Backups shall be created after a change in configuration, security information, after installing a release affecting IBM software or when otherwise instructed or deemed necessary.

Retention

Retain the last two IBMSAVE backups offsite regardless of when or why they were created.

Tapes to Use

Use DC6250, DC9100 or DC9250 tapes.

Label Requirements

Minimum information required for IBMSAVE backup tape labels is as follows:

IBMSAVE Backup: 1 of 1   Date: _____   Last Software Loaded: _____   Retain Last Two

Instructions for performing an IBMSAVE backup:

- Insert a tape into the drive and let it retension. The tape does not need to be initialized before the IBMSAVE procedure is started.
- A dedicated system is not required.
- Sign on to the System/36 with a Master User ID.
- Type   IBMSAVE   on the command line and press enter.
- Take option 0 to the message about placing a tape in the tape drive.
- The system will initialize the tape, then complete the save and print a catalog of the tape's contents.